

2008 Participant Statistical Areas Program (PSAP) Roles and Responsibilities

Agency	Role/Responsibility
Member Agency	<ul style="list-style-type: none"> • Provide contact person for PSAP to MAG staff • Attend POPTAC meeting for PSAP updates and ensure appropriate staff are informed • Read PSAP instructions and understand how to make necessary changes • Ensure MAG has necessary changes to census tracts and block groups in your jurisdiction based on PSAP criteria • Ask questions of MAG and Census Bureau staff • Work with neighboring jurisdictions to alter census tracts or block groups that cross jurisdictional boundaries • Submit recommended PSAP changes to MAG • Work with MAG staff on quality assurance/quality control of PSAP submittal
MAG POPTAC	<ul style="list-style-type: none"> • Provide feedback on recommendation from Adhoc POPTAC • Review and take action on Adhoc recommendation • Encourage appropriate member agency staff to work on PSAP with MAG • Attend POPTAC meetings and share information with appropriate staff at your agency
MAG Adhoc POPTAC	<ul style="list-style-type: none"> • Involvement in creating the recommendation to forward to POPTAC • Make recommendation to forward to POPTAC
MAG Staff	<ul style="list-style-type: none"> • Coordinate meeting with Census Bureau Denver PSAP staff and MAG member agencies to encourage a consistent, uniform approach for numbering and boundary changes • Identify action items from Census Bureau meeting(s) and forward to Adhoc POPTAC for discussion • Facilitate PSAP and coordinate submission to the Census Bureau • Act as liaison between Census Bureau and member agencies for materials, training, workshop, disputes, etc. • Know the rules of PSAP • Ensure member agencies know the rules of PSAP • Respond to technical questions from member agencies • Compile all the updates for the county into one PSAP submission • Review all data submitted from member agencies and

	<p>provide written comments</p> <ul style="list-style-type: none">• Submit PSAP to Census Bureau
Census Bureau	<ul style="list-style-type: none">• Attend MAG PSAP meeting and participate with staff to obtain a solution for numbering and boundary changes• Promote PSAP using MTPS• Review and adjudicate if necessary• Provide technical input on program• Provide materials, training and workshop if necessary.• Review and approve PSAP plan and submit data to Washington• Send verification product to MAG (online & digital shapefile)